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MEMORANDUM FOR: General Counsel
 Auditor-in-Chief
 Acting Personnel Director
 Acting Comptroller
 Chief, Logistics Office
 Chief, Organization and Methods Service
 Chief, General Services Office
 Chief, Medical Staff

SUBJECT : Material Received from other Components of
 the Government

1. The Agency receives from the Bureau of the Budget, Comptroller General, General Services Administration, Civil Service Commission, and other components of the Government, circular letters, circulars, notices, and other types of printed material. These are forwarded directly to the interested Offices when previous arrangements have been made, or are routed to them by the mail room. Some of this material is purely advisory or informative, while other material requires a reply or the preparation of a report.

2. In order that the DD/A may be cognizant on these matters, it is requested that this Office receive a copy of all such material when an answer or the preparation of a report is required. This copy should be supported by information in regard to the proposed action, reply or report, the submission date specified by the issuing Governmental component, and if review, approval, or signature of the DD/A, the DDCI, or the DCI is required, and the date the material is to be submitted to the DD/A. A copy of any reply or report not requiring submission to the DD/A is to be sent to this Office.

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L. K. WHITE
 Acting Deputy Director
 (Administration)

SA/DDA:WHM:hh(13 Nov 53)

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